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**A MSME REGISTERED STARTUP**

## MECHATRON LEARNING HUB

a business unit of Mechatron Technologies

**Course Name:** Microsoft Certified: M365 Administrator (MS 102)

Course Duration: 30-35 hours

### Course Overview

Course Overview:

This course focuses your ability to accomplish the following technical tasks: deploy and manage a Microsoft 365 tenant; implement and manage Microsoft Entra identity and access; manage security and threats by using Microsoft 365 Defender; and manage compliance by using Microsoft Purview.

Course Objectives:

- .The English language version of this exam was updated on January 30, 2025. Review the study guide linked in the preceding “Tip” box for details about the skills measured and upcoming changes.
- Deploy and manage a Microsoft 365 tenant (10-15%)
- Implement and manage Microsoft Entra identity and access (25-30%)
- Manage security and threats by using Microsoft Defender XDR (35-40%)
- Manage compliance by using Microsoft Purview (15-20%)

### Pre-requisites:

Basic understanding of M365 services.

Experience with software development and IT operations

### Applicable Careers Include:

- M365 Support Engineer
- Site Reliability Engineer (SRE)
- M365 Consultant/ M365 Sr. Consultant
- Systems Administrator/ Cloud Administrator



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### Who Can Take This Course:

The Microsoft Certified: Microsoft 365 Admin (MS 102) course is suitable for a variety of professionals who are looking to enhance their cloud skills and knowledge. Here are some of the key groups who can benefit from this course:

- **Support Engineers:** Professionals who are already working in support roles and want to deepen their expertise and gain certification.
- **Software Developers:** Developers who want to understand and implement M365 cloud practices to improve their development and deployment processes.
- **System Administrators:** IT professionals responsible for managing and maintaining systems who want to learn how to automate and streamline operations using M365 tools.
- **IT Managers:** Managers who oversee development and operations teams and want to implement M365 admin practices to improve collaboration and efficiency.
- **Cloud Engineers:** Professionals working with cloud platforms, especially Azure, who want to integrate M365 admin practices into their workflows.
- **Students and New Graduates:** Individuals who are new to the field and want to build a strong foundation in M365 admin practices and tools.

### Learning Outcomes:

By the end of this course, you will be able to:

- Deploy and manage a Microsoft 365 tenant
- Implement and manage Microsoft Entra identity and access.
- Manage security and threats by using Microsoft Defender XDR.
- Manage compliance by using Microsoft Purview.



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### Course Syllabus:

#### Module 1: Deploy & Manage a Microsoft 365 Tenant

**Focus:** Setting up & managing Microsoft 365 services efficiently.

##### Introduction to Microsoft 365 Administration

- Overview of Microsoft 365 Services
- Understanding Microsoft 365 Licensing Models
- Exploring the Admin Center

##### Setting Up a Microsoft 365 Tenant

- Setting up a Microsoft 365 Trial & Subscription
- Configuring Organizational Settings
- Assigning Admin Roles

##### Managing User Accounts & Licenses

- Creating & Managing User Accounts
- Assigning & Modifying Microsoft 365 Licenses
- Managing Administrative Roles & Permissions

##### Configuring Office 365 Client Connectivity

- Office 365 Client Installation & Activation
- Managing Office Deployment with Intune & Group Policy
- Troubleshooting Office Activation Issues

##### Managing Groups & Teams in Microsoft 365

- Understanding Microsoft 365 Groups, Security Groups, & Teams
- Creating & Managing Teams in Microsoft Teams
- Configuring Team Policies & Guest Access

##### Configuring Exchange Online Essentials

- Setting up Mailboxes & Permissions
- Managing Mail Flow & Transport Rules
- Implementing Email Retention Policies

##### Weekly Review & Hands-on Practice

- Hands-on: Creating Users, Assigning Licenses, Managing Teams & Mailboxes
- Q&A & Discussion on Common Issues & Troubleshooting Tips.



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### Module 2: Microsoft Entra ID (Azure AD) & Identity Management

**Focus:** Authentication, security policies, & user access management.

#### Introduction to Microsoft Entra ID (Azure AD)

- Understanding Cloud Identity, Hybrid Identity & External Identity
- Exploring Azure AD Features & Licensing

#### Managing Authentication & Security Features

- Implementing Multi-Factor Authentication (MFA)
- Setting up Self-Service Password Reset (SSPR)
- Configuring Identity Protection Policies

#### Implementing Conditional Access Policies

- Understanding Conditional Access Scenarios
- Implementing Risk-Based Conditional Access
- Enforcing Device Compliance Policies

#### Managing External & Guest Access

- Configuring Guest User Access & Permissions
- Managing B2B & B2C Collaboration
- Monitoring Sign-in & Access Logs

#### Identity Governance & Privileged Access Management (PAM)

- Setting up Privileged Identity Management (PIM)
- Implementing Role-Based Access Control (RBAC)
- Configuring Access Reviews & Approval Workflows

#### Directory Synchronization & Hybrid Identity

- Configuring Azure AD Connect for Hybrid Environments
- Managing Synchronization & Password Hash Sync
- Troubleshooting Hybrid Identity Issues

#### Weekly Review & Hands-on Practice

- Hands-on: Configuring MFA, Conditional Access, & Hybrid Identity Setup
- Q&A & Troubleshooting Common Identity Issues



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### Module 3: Microsoft 365 Security & Threat Management

**Focus:** Securing Microsoft 365 services using Defender & compliance tools.

#### Microsoft Defender for Office 365

- Overview of Threat Protection & Defender Features
- Configuring Safe Links, Safe Attachments & Anti-Phishing Policies

#### Managing Security Reports & Alerts

- Understanding Security & Compliance Dashboard
- Configuring Alerts & Automated Investigations

#### Configuring Microsoft Defender for Endpoint

- Setting up Endpoint Detection & Response (EDR)
- Managing Device Compliance & Threat Detection

#### Implementing Microsoft Defender for Identity

- Configuring Identity Protection & Risk Policies
- Monitoring Threat Analytics Reports

#### Managing Microsoft Sentinel for Security Monitoring

- Understanding SIEM & SOAR in Microsoft Sentinel
- Configuring Security Incident Response & Automation

#### Implementing Threat Protection Across Microsoft 365

- Managing Security Baselines for Intune & Defender
- Configuring Threat Protection Policies & Attack Surface Reduction

#### Weekly Review & Hands-on Practice

- Hands-on: Configuring Microsoft Defender & Security Policies
- Q&A & Troubleshooting Security & Compliance Issues



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### **Module 4: Microsoft 365 Compliance & Data Protection**

**Focus:** Implementing data loss prevention, encryption, & retention policies.

#### **Introduction to Microsoft Purview Compliance Center**

- Understanding Compliance Features & Dashboard
- Managing Audit Logs & Compliance Reports

#### **Implementing Data Loss Prevention (DLP)**

- Configuring DLP Policies for Email & Files
- Managing DLP Alerts & Policy Violations

#### **Implementing Information Protection & Sensitivity Labels**

- Setting up Sensitivity Labels & Encryption Policies
- Managing Data Classification & Compliance Rules

#### **Managing Insider Risk Management & eDiscovery**

- Configuring Insider Risk Policies & Alerts
- Managing Legal Hold & Content Search in eDiscovery

#### **Implementing Retention & Records Management**

- Creating Retention Labels & Policies
- Managing Data Lifecycle & Compliance Reporting

#### **Backup, Recovery & Disaster Management**

- Understanding Microsoft 365 Backup & Restore Features
- Managing Disaster Recovery & Business Continuity

#### **Weekly Review & Hands-on Practice**

- Hands-on: Configuring DLP, Sensitivity Labels & Compliance Policies
- Q&A & Troubleshooting Compliance & Risk Management



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## A MSME REGISTERED STARTUP

**Final Days:** Certification Readiness & Exam Prep

**Focus:** Exam preparation, best practices, and career guidance.

### **Day 29: MS-102 Exam Review & Mock Tests**

Exam Structure & Types of Questions

Full-length Mock Exam with Q&A Discussion

### **Day 30: Final Hands-on & Career Guidance**

Live Q&A & Discussion on Real-world Implementation

Career Guidance: Job Roles, Certifications & Next Steps

Final Hands-on: End-to-End Microsoft 365 Administration Demo

## **Further Opportunities after completing course**

### **Placements**

At Mechatron Learning Hub, we strive to provide the best possible free of cost placement assistance services for our students to have them explore job opportunities.

### **Free Voucher**

After course completion, we will schedule an online proctored exam. If you pass the exam, you will be eligible to get a free voucher to book a Microsoft certification exam

### **Global Certification**

Our team of experienced educators is passionate about helping students succeed. We assist our learners to complete their exam and achieve a good exam score.